

CHIPPEWA VALLEY CORRECTIONAL TREATMENT FACILITY



2015 Annual Report

July 1, 2014 to June 30, 2015

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Message From the Warden

As the Warden of the Chippewa Valley Correctional Treatment Facility (CVCTF), I have the honor to present our 2015 Annual Report. CVCTF remains the only DAI facility outside of the Wisconsin Correctional Center System dedicated solely to providing treatment programs to its inmates. In June we started the transition to evidence based substance abuse treatment materials. With assistance from the University of Cincinnati, we are implementing Cognitive Behavioral Interventions for Substance Abuse (CBISA) material for our Earned Release Program (ERP). This format has a proven track record and we look forward to seeing the results from the new curriculum. CVCTF staff members have met the challenge and are eagerly implementing this change. Their commitment and dedication to our facility, and their ability to be flexible and creative in this ever changing environment are proving again that change will be successful.

CVCTF is dedicated to and continually promotes the Department of Corrections Mission Statement and Core Values.

Protect the public, our staff, and those in our charge.

Provide opportunities for positive change and success

Promote, inform, and educate others about our programs and successes.

Partner and collaborate with community service providers and other criminal justice entities.

The 2015 annual report continues to show how our facilities greatest asset, our staff work collaboratively with our external partners and organizations of higher learning to complement the programs we offer and increase the likelihood of a successful reintegration back into society.

We are very proud of our staff and appreciate their dedication. We look forward to what the future will bring and are committed to meet any and all new challenges head on.

Jeff Pugh
Warden



Mission Statement

The mission of the Chippewa Valley Correctional Treatment Facility is to provide minimum custody inmates and inmates placed here as an alternative to revocation, with specific programming to address their needs in the substance abuse area. This will be accomplished by using a wide range of professionals to deliver specific modules of treatment and by developing a facility-wide culture of reinforcement for positive behavior. Our goal is to facilitate reintegration into the community with a greater chance of succeeding.

Fast Facts

Date Facility Opened:	April 2004
Security Level:	Minimum
Operating Capacity:	450
Current Population:	496
Staff:	165
Inmate to Staff Ratio:	Approximately 3:1
Number of Acres:	48
Operating Budget:	\$14,453,628

Alcohol and Other Drug Abuse (AODA)		
	Enrolled	Completed
Residential	307	289
Earned Release Program (ERP)	345	359

Due to the length of the programs, inmates may not complete program in the same year that they enroll.

Total Money Collected from Inmates in FY15	
Victim/Witness	\$ 18,749
Child Support	\$ 13,264
Court Ordered Obligations	\$ 9,937
Medical Co-Payments	\$ 6,225
DNA	\$ 9,191
Institution Restitution	\$ 595

Average Canteen Sales Bi-Weekly in FY15	
Number of inmates making purchases	412
Number of items sold	14,722
Dollar amount sold	\$12,458

FY15 Accomplishments

- ▶ CVCTF conducted two tabletop exercises involving an Active Shooter scenario and responding to an inmate assault according to the Prison Rape Elimination Act. The exercises included representatives from St. Joseph's Hospital, Chippewa Falls Police Department, and Chippewa County Emergency Management.
- ▶ Jamie Nabozny spoke to inmates about bullying as part of Crime Victims' Rights Week. Mr. Nabozny is a native of Ashland and suffered extensive bullying as a child and fought in court for protection by his school district from bullying.
- ▶ Training was a big focus throughout the year.
 - Thirty AODA treatment providers received training on how to facilitate Cognitive Based Interventions for Substance Abuse as part of the new earned release program.
 - Thirty-four staff including, Social Workers, Substance Abuse Counselors, and a few uniform staff members were trained to facilitate Thinking for a Change groups.



General Information

Chippewa Valley Correctional Treatment Facility was originally constructed as part of the then Northern Colony (later Northern Wisconsin Center for the Developmentally Disabled). Originally the building was named Highview Hall and dedicated on November 13, 1966. In 1999, WI Act 9 authorized the spending of \$7.3 million to convert the Highview building to a correctional facility. Initial plans called for the building/grounds to be converted to a geriatric prison for the confinement of an aging prison population and inmates with special medical concerns. The 2003-2005 biennial budget called for a mission change and plans for Highview were changed from that of a geriatric facility to an AODA treatment facility. In March of 2004, Highview Hall was renamed Chippewa Valley Correctional Treatment Facility (CVCTF).

The facility's main building consists of 220,000 square feet of space contained within a five level building. A view from above would show a building that looks similar to an "X". A bank of elevators, stairs, and programming group rooms create a "central core". On each floor four wings extend from the central core. Additional buildings, including a maintenance shop and a storage building have also become part of CVCTF.

CVCTF has living facilities for inmates on three floors of the building in 12 individual wings. Each wing has a population capacity of 38 to 44 inmates depending on its physical layout. Each wing has 4 dormitory-style living areas in which 8-11 men live. CVCTF is a tobacco-free institution with full medical capability, dental, optometry, and psychological services.

Community Relations Board

The CVCTF Community Relations Board is comprised of local citizens representing various businesses and service providers. During meetings the Warden, Deputy Warden and other staff provide facility updates and information to the attendees. Discussions include staffing changes/vacancies, treatment program status, buildings and grounds improvements, community projects, and any other pertinent issues that affect the facility and/or the community. Board members have the opportunity to give CVCTF input about upcoming events, trainings, make inquiries, report local opinions, and share information.



Staffing and Departments

Warden's Office Warden (1) Deputy Warden (1) Secretary-Confidential (1) Institution Complaint Examiner (1)	Psychological Services Unit Psychologist Supervisor (1) Psychologist-Licensed (1)
	Bureau of Offender Classification and Movement (BOCM) Offender Classification Specialist B (1) Operations Program Associate (.50)
Human Resources Human Resources Director (1) Payroll & Benefits Specialist-Conf. (1)	Health Services Unit Nursing Supervisor (1) Medical Program Assistant-Assoc. (1) Nurse Clinician 2 (3.70) Misc. staff employed by the Bureau of Health Services (i.e. Physician, Dentist, Dental Assistant, LTE Psychiatrist, LTE Physical Therapist)
Security Captains (5) – includes (1) Admin. Captain Lieutenants (3) – includes (1) Admin. Lt. Office Operations Associate (1) Sergeants (29) Officers (53)	
Management Services Correctional Management Services Director (1) Program Assistant – Confidential (1) Financial Program Supervisor (1) Financial Specialist - Senior (1) Financial Specialist (2) Buildings & Grounds Superintendent (1) Facilities Repair Worker – Adv. (1) Facilities Maintenance Specialist – Adv. (3) Electronics Technician Security-Senior – (1) Food Service Administrator (1) Corrections Food Service Leader 3 (1) Corrections Food Service Leader 2 (4) Corrections Food Service Leader 2 - 50% (1)	Program Services Corrections Program Supervisor (3) Chaplain (1) Librarian (1) Institution Registrar (1) Offender Records Assistant 2 (1) AODA Social Workers (20) General Population Social Workers (2) Substance Abuse Counselor (6) Treatment Specialist 1 (5) Office Operations Associate (1)
	Contracted Staff Teacher (Part-Time)

Internship

CVCTF has worked closely with the area colleges and technical colleges to offer student internships in various areas. As a treatment facility, the emphasis has been in the field of AODA. CVCTF offers clinical AODA internships that provide orientation and exposure to correctional methodology with a focus on the 12 core functions as they apply to treatment modalities with hands-on experience in a treatment setting under staff supervision.

Volunteers

Volunteers play an important role in helping provide opportunities and resources to the inmate population. CVCTF has volunteers in the following areas: Chapel, Programs, Reentry and Education.

Volunteers complete an orientation process prior to working with inmates.



Alcohol and Other Drug Abuse (AODA) Programs

Residential

Substance Abuse Counselors facilitate groups, with each group having 12 inmates. The program utilizes “A New Freedom” curriculum. During the 16-week program, inmates focus on identifying their addictions, thinking distortions, ripple effect of their criminal behavior(s), reintegration and relapse prevention.

Alternative to Revocation

CVCTF provides an Alternative to Revocation (ATR) resource for the Division of Community Corrections (DCC). Accepting an ATR Placement is a voluntary option for selected probationers, parolees and those on extended supervision charged with violations that would otherwise be revoked. An ATR must successfully complete the 16- week Residential Program to avoid a revocation process.

Earned Release Program (ERP)

The Earned Release Program was added to the programs offered at CVCTF in December of 2007. It was a 26-week program divided into three phases. AODA Social Workers facilitated groups, with ten inmates in each group.

The implementation of Cognitive Behavioral Interventions for Substance Abuse and Thinking for a Change programs began with ERP groups starting on June 1, 2015. This program is facilitated by AODA Social Workers, with ten inmates in each group.

Cognitive Behavioral Interventions for Substance Abuse

This program uses a cognitive behavioral approach to teach strategies for avoiding substance abuse. Skill building activities are used to assist with cognitive, social, emotional, and coping skill development.

Thinking for a Change

This National Institute of Corrections program uses a cognitive behavioral change program for offenders. It has 25 lessons that include cognitive restructuring, social skills development, and development of problem solving skills.

At the successful completion of programming, participants are eligible for an earned early release. The incarceration time saved by completing the program is added to their extended supervision time.

CVCTF Support Groups

CVCTF offers a variety of support groups to assist the men in their treatment process, working towards success and recovery. These support groups include: Alcoholic Anonymous, Self-Management and Recovery Training (SMART), SOS (Save Our Selves), Life on the Inside, Co-Occurring Disorders, and The Courage to Stay Tobacco Free.

Program Related Activities

CVCTF staff and inmates recognize National Crime Victims’ Rights week in April, Recovery month in September, Domestic Violence Awareness Month in October, and the Great American Smoke out in November. During these nationally recognized weeks CVCTF participates in activities such as Silent Walk, Recovery Olympics, and hosting guest speakers.



Restorative Justice

ERP Community Service - As part of the Earned Release Program, it is a requirement that inmates assist with community service projects. The projects include a wide range of duties working with non-profit organizations. This allows the inmates a chance to start giving back to the community.

- McDonnell High School – Painting and moving furniture
- Chippewa County Housing Authority – Cleaning, painting, yard work
- Building Hope – Sorting donations and assisting with salvaging doors, ceiling tiles, trim work
- City of Bloomer – Painting the water hydrants
- Irvine Park – Cleaning and racking animal cages
- Veteran's Assistance Program – Organizing donation in storage shed
- Bloomer Library – Helping to move book shelves
- Jim Falls Sturgeon Fest - Putting up fencing and setting up for the Labor Day Weekend Festival as well as helping tear down and clean up
- Adopt a Highway – Picking up garbage
- Chippewa Valley Railroad – Painting, cleaning and helping repair the tracks
- Klein Hall – Painting the kitchen
- Chippewa Youth Hockey Rink – General cleaning
- Irvine Park – Setting up holiday light displays, cutting brush
- Eau Claire Probation and Parole – Assisting in moving offices
- Chippewa Falls Police Department – Cleaning bicycles, window washing, painting, general cleaning and raking
- Spring Fest, Northern Wisconsin State Fairground – Setting up and taking down tents
- The Past Passed Here – Setting up and taking down tents
- Bloomer Cemetery - picking up brush and weed whacking

Chapel

In 2015, the Chapel offered several different services, studies and activities in the Chapel for inmates with Catholic, Eastern Religion, Islamic, Jewish, Native American, Pagan and Protestant religious beliefs. An additional spiritual support group, called Rap with Chap, is offered to inmates of all faith backgrounds. Inmates can come together to discuss their beliefs and further articulate the framework of their own spirituality, while staying open minded and respecting others' beliefs. Our Chapel has two inmate clerks that assist the Chaplain, as well as both inmate and outside volunteers. Volunteers are one of the Chapels most valuable assets and CVCTF has 39 active Chapel Volunteers.

The Chapel continues to receive donations which contribute to the growing religious media center and library. These donations are a great asset to the institution.

CVCTF's religious programming continues to offer Annual Religious Celebratory Meals /Observances to the recognized religious groups. In addition to this, inmates may also participate in Ramadan, Ghost Feast, and Passover.

In 2014, the Chapel facilitated inmates' participation in The Prison Fellowship Angel Tree Program and The Salvation Army Christmas toy projects. Each of these organizations allows incarcerated fathers to provide free gifts for their children at no charge.



Library

The CVCTF Library serves approximately 550 inmates and staff, and is open Monday through Friday, with evening hours on Thursdays. In FY15, 746 items, including magazines, books and audio-visual materials, were added to the collection, 145 items were withdrawn, giving a total collection of 12190 items. 692 new library users were added and 692 users were deleted, leaving 496 current inmate users (100% of the inmate population). There were 19,881 visits to the library by inmates, 24,967 items circulated; 18,630 photocopies were made for inmates during this time.

The five computers in the library allow the inmates access to LexisNexis (the on-line legal library), word processing, and the JobCenter web site. Individual EdNet accounts are used to access these programs. In FY15, 503 accounts were created or transferred and 525 were deleted due to releases and transfers, leaving 237 active accounts at the end of June.

The Librarian is the Chief Examiner for GED testing. In FY15, 9 predictor tests, 12 Tests of Adult Basic Education (TABE) and continuing education exams, and 27 official HSED tests were proctored by the Librarian at CVCTF in the Library and Computer Lab, to a total of 21 students. Of those students, 4 completed their HSED requirements for graduation.

Computer Lab/Education

The CVCTF computer lab is a resource available to all inmates with two primary functions: computer access and educational support. It is open approximately 19 hours per week and is staffed by one part-time contract licensed teacher. The contract teacher is available as a resource anytime the lab is open, providing support for inmates as they navigate the GED or HSED coursework and tests. The computer lab is also utilized during non-scheduled teacher hours by AODA and ERP groups, supervised by facilitators.

The sixteen computers in the lab allow inmates to access to Microsoft Word, Career Scope, and Job Center. Five of the sixteen computers are designated GED testing stations that give inmates access to Pearson Vue Testing. The software programs are used to complete any tasks from AODA or ERP groups, reentry modules, employability coursework, the typing of legal documents, and educational letters. There were 4783 inmate sign-ins during the past year. The contract teacher arranges and supports one-on-one tutoring between the Chippewa County Literacy Volunteers and inmates. During the past year, three of their tutors worked with up to 12 inmates.

The computer lab is also home to any educational support that inmates might require. The teacher provides inmates with a variety of educational literature and information regarding post-release educational opportunities. This information includes, but is not limited to, course descriptions and program offerings at any of the Technical Colleges or Universities in Wisconsin. Inmates have access to information about financial aid, FAFSA, and the application process to the school of their choice. Since financial aid and educational letters are required items in the re-entry packet in module 2, hundreds of requests are made during each fiscal year.

During the fiscal year there were an approximately 180 Career Scope assessments administered in the computer lab by the teacher. In addition, there were 14 TABE tests given and 24 GED/HSED predictor tests given in the computer lab by the teacher. These tests included: 5 Math, 4 Science, 5 Language Arts, 4 Social Studies, 3 Health, and 3 Civics.



Inmate Complaints

The Inmate Complaint Review System offers inmates a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

The CVCTF Complaint Department processed 333 complaint submissions during Fiscal Year 2014:

- 151 complaints accepted and assigned a number.
- 182 submissions returned in accordance with DOC 310.

Summary of Complaints answered for FY14	
Complaints Affirmed	24
Complaints Dismissed	99
Complaints Rejected	28

Total monetary reimbursements this fiscal year: \$64.56

Security

The mission of the Security Department is to protect the public, staff, inmates, and property of Chippewa Valley Correctional Treatment Facility. Security, in coordination with programming staff, is responsible for scheduling volunteer work crews for non-profit community organizations. CVCTF Security personnel are responsible for the day to day operation of the facility to include: Inmate housing and living conditions, movement and transportation of inmates, receiving and processing of inmate mail and property, supervising inmate work details, scheduling and supervision of community service projects, coordinating with program staff to assist inmates in obtaining necessary documentation: such as driver's license, social security cards, birth certificates, and handling any medical or security emergencies.

Conduct Reports

Major	142
Minor	482

Appeals

Major	3
Minor	2

Food Service

Food Service at CVCTF operates from 5:30 am – 7:30 pm daily. Food and supplies are delivered to CVCTF on a weekly basis from our contracted vendors. Bread products are purchased from the state bakery contract, and desserts are made fresh daily, in-house. Wisconsin DOC consolidated menus are utilized to facilitate cost savings associated with volume food purchasing, and to meet the nutritional requirements of the inmates we serve.

Meal service is provided from a centralized tray-line in the main kitchen. Approximately 500 meals are set up in 40 minutes three times daily. Individual meal trays are distributed in unit serveries on each living unit wing.



In the past year CVCTF food service provided 553,240 meals, at an average cost of \$1.00 per meal. The food service operation at CVCTF is staffed by one food service administrator, 5 full-time correctional food service leaders, 1 half- time food service leader, and 47 inmate workers.

Food service inmate workers are trained in the skills necessary to obtain gainful food service employment upon release. Additionally, inmate workers are encouraged to become Serv-Safe Certified through the National Restaurant Association.

The Garden Project continues as a joint effort with between Buildings and Grounds and Food Service.

The 2014 Final Garden Yield was 4,428 pounds. The fresh vegetables are popular with inmates.

Approximate food cost savings

\$ 3,565.06

Cost of plants and seeds

\$ 223.10

Approximate net savings

\$ 3,341.96



Records

The Records Office is responsible for the coordination of inmate transfers, maintenance of inmate social service and legal files, authorization and processing of inmate releases, modification of inmate visiting lists, and the coordination of inmate parole consideration hearings. Records Office staff perform sentence calculations to establish dates for maximum discharge, mandatory release, extended supervision, parole eligibility, and verification of time served; verify legal documents; record and track on disciplinary status; schedule and monitor inmate file reviews; provide notary services to staff and inmates; facilitate inmate court and attorney calls; respond to open records requests and other inquiries from staff, inmates and the general public; and coordinate record retention and destruction.

- 698 Inmate Transfers In
- 330 Inmate Transfers Out
- 418 Inmate Releases
- 301 Inmates released due to ERP completion
 - Average of 371 days saved
 - 111,522 bed days saved



Acronyms

ADA – Americans with Disabilities Act

ATR – Alternative to Revocation

AODA – Alcohol and Other Drug Abuse

CBISA – Cognitive Based Interventions for Substance Abuse

COMPAS - Correctional Offender Management Profiling for Alternative Sanctions

CVCTF - Chippewa Valley Correctional Treatment Facility

DAI – Division of Adult Institutions

DNA – Deoxyribonucleic acid

DOC – Department of Corrections

ERP – Earned Release Program

FAFSA – Free Application for Federal Student Aid

GED – General Equivalency Diploma

HSED – High School Equivalency Diploma

ICE – Institution Complaint Examiner

LEP - Limited English Proficiency

PREA – Prison Rape Elimination Act

SMART - Self-Management and Recovery Training

SOS - Save Our Selves

TABE – Test of Adult Basic Education

Coordinators

Americans with Disabilities Act (ADA)

Chippewa Valley Correctional Treatment Facility is committed to assuring compliance with the Americans with Disabilities Act and has been identified as a handicap accessible facility.

- Ms. Kimberly Richardson 715-720-2850
- Ms. Marci Wittek 715-720-2850

Limited English Proficiency (LEP)

The Wisconsin Department of Corrections' Executive Directive 71 requires it to take reasonable steps to meet the needs of offenders whose primary language is not English.

- Ms. Amanda Arneson 715-720-2850

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)

COMPAS is an actuarial assessment tool being used with other evidence based practices with the goal of reducing recidivism.

- Ms. Amanda Arneson 715-720-2850

Prison Rape Elimination Act (PREA)

The Federal Prison Rape Elimination Act (PREA) of 2003 was enacted to address the problem of sexual abuse and assault in correctional facilities.

- Mr. Turner Wallace 715-720-2850

